

Appointment Type: Permanent

Working Time: Full Time

Reference Code: 00021157 I

Opening Date: 04/05/2010

Closing Date: 04/19/2010

Nursing Assistant-Certified

\$2241-\$2891 per month (Range 32)

Agency Information

The Department of Corrections is seeking two highly motivated and qualified individuals to fill two Nursing Assistant-Certified positions located at the Washington State Penitentiary located in Walla Walla, Washington.

The Washington State Department of Corrections (DOC) offers many exciting and rewarding career opportunities. Whether the work is inside a prison, in community corrections or in an administrative office, DOC's professional staff experience a high degree of personal satisfaction knowing they are creating environments in which all offenders can learn to make choices that contribute to a safer society. For more information visit www.doc.wa.gov.

Washington's 15 prisons provide DOC employees the opportunity to work and live in the most interesting and varied landscapes in the country. Some facilities offer small-town communities in rolling agricultural hills or in deep forests with great outdoor recreational opportunities. Others are located in or near vibrant cities that offer exciting nightlife, interesting and ground-breaking cultural scenes and innovative economic development. For more information on Washington State visit <http://access.wa.gov/living/index.aspx>.

DOC Mission Statement

"The mission of DOC is to improve public safety."

Duties

Under the direct or indirect supervision of a Registered Nurse, or Licensed Practical Nurse, the Nursing Assistant Certified delivers service to promote health, foster healing, and support coping and adjustment to various health conditions. Health services are provided to individual patients, groups of patients, the staff employed at the correctional facility and to the public at large. The Nursing Assistant Certified supports the agency mission and vision by assisting in the implementation of the nursing process:

- Assist patients with personal care and activities of daily living such as bathing, personal hygiene, grooming, dressing, eating, positioning, transferring and ambulating. Performs passive and active ranges of motion.
- Assist the medical practitioner and physicians with the conduct of examinations and provides assistance when necessary including, but not limited to, paper work and handing instruments needed for the examination.
- Assist in the laboratory with urine dip sticks, blood sugar testing.
- Assist with inpatient admissions and discharges
- Ensuring the patient rooms are clean and free of unsafe conditions. Conduct inventories and daily checks of assigned areas to support quality improvement
- Meet the patient's personal hygiene and comfort needs, to ensure promotion and maintenance of musculoskeletal, integumentary, genitourinary, gastrointestinal systems integrity in Inpatient and Outpatient Unit. Will practice infection control techniques and report any discrepancies to licensed personnel through the chain of command.
- Transport patients and lab specimens as needed

Uses tools, techniques, physical and cognitive skills and abilities to practice nursing safely and effectively in the correctional setting and within the scope of practice as defined by State Law and Administrative Code so that patient care provided is safe, effective, efficient and clinically appropriate. Nursing practice for the Nursing Assistant Certified includes: Monitoring and collecting specific data, as directed, about the health status, clinical condition or situation of individuals, families, groups and communities by interview, observation, inspection, and examination. Reports the results of monitoring and data collection to the Registered Nurse, Licensed Practical Nurse, or Medical Practitioner.

Assists the Registered Nurse, Licensed Practical Nurse or Medical Practitioner in analysis and evaluation of the structure, process and timeframes for service delivery; the expected effects of treatment or intervention; and the outcomes to be achieved. Assists the Registered Nurse, Licensed Practical Nurse, or Medical Practitioner to revise the plan of care as necessary to prevent complications, to address new or emerging problems or to improve care and service delivery.

Ensures that they are in attendance, capable and competent to practice nursing as assigned. Participates in and evaluates their own practice for technical competency and safety, obtains education or training to retain or improve skills and abilities based upon the work assigned and informs their immediate supervisor if there are specific tasks, techniques, skills or abilities that they are unable to perform competently. Reports for and performs work as scheduled so that staff safety and patient care is not compromised. Remains on duty until adequate replacement has arrived and communication has occurred to ensure continuity of patient care. Works overtime (voluntary and mandatory) and callback shifts as necessary, to maintain service delivery, safety and security.

Communicates effectively verbally, in writing and via computer or other electronic media with offenders, their families, other health care personnel, custody and other institutional personnel so that information is solicited to identify problems and develop solutions. That plans to deliver care are implemented by self and others and revised as necessary resulting in safe, timely and clinically appropriate service provision. Legibly documents subjective and objective clinical findings, as well as the actions taken to deliver nursing and other aspects of health care in the health record, computerized data base and on other DOC approved forms.

Establishes therapeutic relationships that preserve professional boundaries with patients and their families to teach and assist them to reduce health risks, improve their ability to provide self-care, manage symptoms and side effects, to participate in prescribed treatment regimes, and to make informed decisions about health care and treatment. Provides accurate, authoritative information to groups or communities, the multidisciplinary health care team and correctional personnel so that good clinical practices and healthy behaviors are promoted and health risks are reduced.

Maintain regular and reliable attendance, maintain positive and professional working relationships, remain calm and act professionally during all emergent conditions with the ability to recall detailed instructions, and maintain attention and concentration for extended periods of time, and work collaboratively with diverse groups of staff and offenders.

Qualifications

Knowledge and Abilities:

Knowledge of: supervisory and teaching techniques, methods of practices of basic nursing and restorative care, personal hygiene and sanitation methods, record keeping, report presentation, infection control procedures and resident rights.

Ability to: Use judgment and knowledge; work effectively with others and promote a positive living environment for residents relating to meeting psychosocial needs; follow written and oral directions; document observed changes in patient condition and behavior.

Minimum Qualifications:

High school graduation or GED

A Washington State license to practice as a "Nursing Assistant - Certified" and one year of experience as a Nursing Assistant - Certified.

Special Notes

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov homepage.

Tuberculosis (TB) is a priority health issue for DOC employees, Periodic skin tests are required for all custody staff who are assigned to health care posts and those who transport known/suspected TB patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

All Department of Corrections' employees are fingerprinted for a criminal history background check. Pre-employment process will include drug screening.

All positions in this classification are included in a Union Shop that requires employees to become members within thirty (30) days of employment.

All DOC facilities are smoke and/or tobacco free.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; education benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit:

<http://www.doc.wa.gov/jobs/benefitsummary.asp>.

Department of Corrections Core Competencies for All Employees:

Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, Ethics and Integrity. For more information of these Core Competencies, please email cjlesieur@DOC1.WA.GOV.

LOCAL AND JOB SPECIFIC COMPETENCIES

Observation, Technology, Stress Tolerance, Professional Standards, Adaptability.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment email cjlesieur@DOC1.WA.GOV or call (509) 526-6543.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.

2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00021157* and click on Start Search.
5. Click on the link, Nursing Assistant – Certified, Walla Walla, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter tab**.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.